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May 1, 1944

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. A-1

To: All Divisions and Sections, Special Commodities Branch

From: H. C. Albin, Chief, Special Commodities Branch

Subject: Special Commodities Branch Memorandum Series

There is hereby established the below-named series of Special Commodities Branch Memoranda, which will supersede all SCB Memoranda issued prior to May 1, 1944. The new series is identified as follows:

A - Administrative
M - Management

The series has been organized in such a way as to provide Branch personnel with a compact, permanent handbook of Branch instructions. The memoranda within each category are based on the authorities, interpretations and procedures applicable to the major functions of the Branch. Additional memoranda will be issued only when it is necessary to establish an entirely new procedure for the Branch. However, new pages will be issued to replace or supplement those portions of existing memoranda that become inadequate.

A complete set of these memoranda is being assigned and charged to each of the operating personnel. They should be retained in the binder in which they are furnished, kept current by promptly inserting new or revised pages or memoranda, and must be returned upon severance from the Branch.

The Authorities and Procedures Section is responsible for the issuance, maintenance and distribution of SCB Memoranda. That Section should be notified of changes or proposed changes in procedures, regulations, etc.

Instructions of a temporary nature shall henceforth be issued as memoranda from the Chief of the Branch to the appropriate personnel.

